

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.  
 Region/Locality: Skyline Region  
 Period: Jul-04

Activity Report		
Task	Hours This Period	Comments
<b>Active Tasks</b>		
<b>PSAP STRATEGIC PLANNING (1660)</b>	<b>17.25</b>	
1. <i>Region</i> . Updated database as needed. Revised plans to reflect current status, accomplishments, and problems. Began making plans for Phase II deployments. Reviewed items with each PSAP on individual basis. Prepared for regional meeting.	11.50	Reviewed and revised each PSAP's project plan on a periodic basis. Discussed with appropriate director, staff, or technician. Prepared for transition of reassignment to new PM.
2. <i>Region</i> . Reviewed and coordinated issues with LRK staff, directors/coordinators, and follow up of such. Provided more specific details to Sr. Project Manager. Reviewed and coordinated transition with LRK staff for reassignment of PM to project.	5.75	
<b>PSAP ASSESSMENTS (1661)</b>	<b>0.00</b>	
<b>FUNDING REQUEST/TRUE UP ASSISTANCE (1662)</b>	<b>0.00</b>	
<b>LEC/WSP LIAISON (1663) and ACCEPTANCE TESTING (1615)</b>	<b>29.25</b>	
1. <i>Augusta County</i> . Followed up on Phase II surveys for T-Mobile and NPI. Participated in C1 status call.. Reviewed issues related to LEC, upcoming testing with WSPs, and preparing for and finalizing Phase II deployment.	9.50	<p>Researched status of LECs, equipment issues, and WSPs. Assisted with coordination of efforts. Followed up on all pending issues and concerns.</p> <p>Some task overlap with Acceptance Testing task items. Entire Region/Individual PSAPs: Coordinated testing with WSPs, PSAPs, and LRK staff. Reviewed Phase II data surveys. Updated accordingly.</p> <p>Continued to review CMRS reports and validate. Continued contact with all carriers to review status of each PSAP. Followed up on discrepancies. Reviewed status with LRK staff. Involved meetings, calls, and/or e-mails with LEC, PSAPs, and WSPs. Coordinated and facilitated testing efforts with PSAPs and carriers. Assisted with resolution of problems. Followed up on pending issues. Some task overlap with LEC/WSP Liaison task items.</p> <p>Made plans for transition for reassignment of PM.</p>
2. <i>Harrisonburg/Rockingham County</i> . Participated in C1 status call. Prepared and forwarded Phase II data to T-Mobile. Reviewed information from NPI regarding new site. Forwarded on to PSAP for review.	7.75	
3. <i>Nelson County</i> . Participated in C1 status call. Continued to follow up on issue concerning use of "fast busy" by Triton. Reviewed and provided information to PSAP regarding mapping display product. Advised a decision needs to be made and PII letters need to be sent out.	5.00	
4. <i>Rockbridge County</i> . Reviewed NPI validation sheet received from PSAP. Confirmed had been sent on to carrier.	2.25	
5. <i>City of Staunton</i> . Participated in C1 status call. <i>Reviewed and discussed</i> status of equipment installation and pending time frame for mapping display product installation.	2.50	
6. <i>City of Waynesboro</i> . Participated in C1 status call. Continued to follow up on emergency contact information for PSAP; there are concerns about the time it is taking to get a response. Reviewed Phase II RFS letters that were sent. Researched information concerning wireless ESN assignments.	2.25	

INSTALLATION OVERSIGHT (1614)		0.00	
CUT-OVER ASSISTANCE (1664)		0.00	
SYSTEM IMPLEMENTATION (1641)		0.00	
MAPPING/GIS ASSISTANCE (1642)		0.00	
PROJECT REPORTING (1652)		13.00	
1. <i>Region.</i> Collected information and prepared monthly report for WSB. Reviewed with directors. Continued to work closely with WSPs to confirm and verify dates and action items. Reviewed with supervisor. Updated database.		13.00	Prepared report outlining pertinent information for each PSAP for monthly report. Submitted for review and submission.
TRAINING (1665)		0.00	
TOTAL HOURS		59.50	
Completed Tasks			
PSAP Assessments	Entire Region		
Equipment Installations/Upgrades	See Attached PSAP Status Update		
Deployments	See Attached PSAP Status Update		
FY 02 True Ups Submitted	Entire Region		
FY 03 Requests Submitted	Entire Region		
FY 03 True Ups Submitted	Entire Region		
FY 04 Requests Submitted	Entire Region		
FY 04 True Ups Submitted	In Process		
FY 05 Requests Submitted	Entire Region		
Issues of Importance / Accomplishments			
Equipment Installations/Upgrades Pending - See Attached PSAP Status Update.			
Deployment Issues - See Attached PSAP Status Update.			